

**A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REFUND SIX THOUSAND TWO HUNDRED NINETY THREE DOLLARS AND NINE CENTS (\$6,293.09) TO THE LEAD GROUP FOR THE PURPOSE OF REIMBURSING OVERPAYMENT OF 2012 BUSINESS LICENSE; ALL FUNDS TO BE CHARGED TO AND PAID FROM 1001 – GENERAL FUND; 100501 - REVENUE AND COLLECTIONS ADMINISTRATION; 5730012 – REFUNDS; 1515000- TREASURY; AND FOR OTHER PURPOSES.**

**Review List:**

Charlene Parker	Completed	09/26/2013 1:36 PM
Jim Beard	Completed	09/27/2013 11:46 AM
Mayor's Office	Completed	09/27/2013 12:37 PM
Office of Research and Policy Analysis	Completed	10/07/2013 12:17 PM
Finance/Executive Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

**A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REFUND SIX THOUSAND TWO HUNDRED NINETY THREE DOLLARS AND NINE CENTS (\$6,293.09) TO THE LEAD GROUP FOR THE PURPOSE OF REIMBURSING OVERPAYMENT OF 2012 BUSINESS LICENSE; ALL FUNDS TO BE CHARGED TO AND PAID FROM 1001 – GENERAL FUND; 100501 - REVENUE AND COLLECTIONS ADMINISTRATION; 5730012 – REFUNDS; 1515000- TREASURY; AND FOR OTHER PURPOSES.**

WHEREAS, The Lead Group paid its 2012 business taxes to the City of Atlanta’s Department of Finance (the “Department”) on April 30, 2012 in the amount of Sixteen Thousand Five Hundred Eighteen Dollars and Nine Cents (\$16,518.09) for its business located 1180 W. Peachtree Street, NE Suite 2225, Atlanta, Georgia 30309; and

WHEREAS, On August 15, 2012, The Lead Group submitted supporting documentation to the Department of Finance Office of Revenue to close said business; and

WHEREAS, the Office of Revenue investigated the claim and has determined that The Lead Group is entitled to a refund in the amount of \$6,293.02.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES that the Chief Financial Officer is hereby authorized to issue a refund to The Lead Group in the amount of Six Thousand Two Hundred Ninety Three Dollars and Nine Cents (\$6,293.09) for its business located 1180 W. Peachtree Street, NE Suite 2225, Atlanta, Georgia 30309 for an overpayment of business license taxes.

BE IT FURTHER RESOLVED, that said refund shall be charged to and paid from 1001 - General Fund; 100501 - Revenue and Collections Administration; 5730012 - Refunds; 1515000- Treasury

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Charlene Parker

Contact Number: 404-330-6616

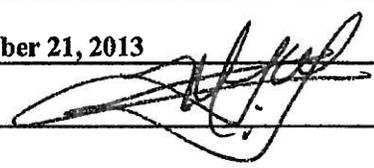
Originating Department: Finance

Committee(s) of Purview: Finance/Executive Committee

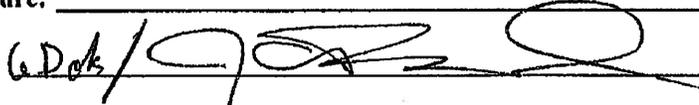
Chief of Staff Deadline: September 20, 2013

Anticipated Committee Meeting Date(s): October 16, 2013

Anticipated Full Council Date: October 21, 2013

Legislative Counsel's Signature: 

Commissioner's Signature: \_\_\_\_\_

Chief Financial Officer: 

Chief Information Officer Signature (for IT Procurements) \_\_\_\_\_

Chief Procurement Officer Signature: \_\_\_\_\_

**CAPTION**

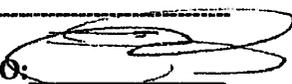
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FINANCIAL IMPACT: (if any)

Mayor's Staff Only

Received by CPO: \_\_\_\_\_  
(date)

Received by LC from CPO:   
(date)

Received by Mayor's Office: 9.20.13 (date) Reviewed by: \_\_\_\_\_ (date)

Submitted to Council: \_\_\_\_\_ (date)

**Legislative White Paper**

Committee of Purview: Finance/Executive Committee

Council Meeting Date: October 21, 2013

Legislation Title: Business Tax Refund

Requesting Dept.: Finance

Contract Type: N/A

Source Selection: N/A

Bids/Proposals Due: N/A

Invitations Issued: N/A

Number of Bids/  
Proposals Received: N/A

Bidders/Proponents: N/A

Background:

Fund Account Center: N/A

Source of Funds: N/A

Fiscal Impact: None

Term of Contract: N/A

Method of Cost Recovery:

Approvals:

DOF:

DOL:

Prepared By: Yolanda McCrory

Contact Number: 404-865-8409

### LEGISLATIVE COUNSEL REQUEST FOR LEGISLATION

**For Legislative Counsel Use Only**

\_\_\_\_\_ Date Received                      \_\_\_\_\_ Complete      \_\_\_\_\_ Incomplete (Date returned: \_\_\_\_\_)

\_\_\_\_\_ Date of Department Consultation      \_\_\_\_\_ Date of Finance Department Consultation

Commissioner Notified: \_\_\_\_ Yes \_\_\_\_ No    If No, Why? \_\_\_\_\_

Legislation Required                                      Legislation Type  
 \_\_\_\_ Yes      \_\_\_\_ No                                      \_\_\_\_ Resolution                      \_\_\_\_ Ordinance

Amends the Code    Blueback Prepared  
 \_\_\_\_ Yes      \_\_\_\_ No    \_\_\_\_ Yes      \_\_\_\_ No

Commissioner Signature \_\_\_\_\_

**Council Members Only:**  
 Authority to speak to Subject Matter Attorney \_\_\_\_ Yes \_\_\_\_ No  
 Authority to speak to Department \_\_\_\_ Yes \_\_\_\_ No

Date Submitted: 09.06.13

Department Submitting Request: Finance

Person Submitting Request: Yolanda McCrory                                      Extension: 8409

Bureau/Division Manager: Gary Donaldson                                      Extension: 1985

Requesting preliminary meeting with Legislative Counsel attorney?  Yes  No

Subject Matter of the Meeting \_\_\_\_\_

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):  
 Cycle 12 or Cycle 13

**If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. All non-conforming requests must have Commissioner approval.**

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**Part I: Legislative Request Form:**

**Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.**

**1. What is the purpose of this legislation? (check one)**

- Accept a grant or donation
  - Amend budget
  - Amend Code of Ordinances
  - Amend Contract
  - Anticipate funds
  - Appropriate funds
  - Apply for a grant or donation
  - Authorize/renew Contract
  - Fines/penalties
  - Human Resources related
  - Make a purchase
  - New project
  - Procuring goods
  - Procuring services
  - Other, please explain Resolution to refund overpayment of Business License Fee
- Please describe in detail the purpose of your legislation? The purpose of this legislation is to authorize CFO to process refund to The Lead Group for overpayment of Business License fees in the amount of \$18,869.72
- 
- If this legislation is to award/amend/renew a contract, please provide the following:  
Expiration date of contract:  
Contract Term (months/yr): n/a

**2. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).**

All Refunds greater than \$5,000 must be approved by the Atlanta City Council and the Mayor pursuant to the Procurement and Real Estate Code of the Atlanta City Code of Ordinances.

**3. If there is an existing process, will this legislation impact that process? How?**

NA

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**4. Please explain and estimate any financial impact on the City or your Department.**

- Will the City need to appropriate or transfer funds to accomplish this purpose?  
NO
- Has this purpose already been set forth in the budget?  
YES
- Will there be a fee or charge assessed by the City?
- If so, how much? NO
  - How was the fee or charge determined? NA
- What FAC #'s are needed for this legislation? Also, please provide the associated amounts.
- Funds will be charged as follows: 1001 – General Fund; 100501- DOF Revenue & Collections; 5730012 – Refunds; 1515000 - Treasury in the amount of \$6,293.02
- 
- Is a grant required for this legislation?  Yes  No
- If so, is a matching grant required?  Yes  No
- Will there be an increase or decrease in personnel? NO
- Has HR been made aware of the need for personnel changes?  Yes  No  
If so, who is the contact person? \_\_\_\_\_ at extension \_\_\_\_\_
  - Will positions be created or abolished? NO
- Will additional resources be required to achieve this purpose? NO
- If yes, what are those resources?
  - Has the Department estimated the cost of those resources?
- Will revenue be generated for the City? YES

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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5. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001). Resolution 12-R-0576 authorizes refund of Business License Fees
6. Is this a computer/technology purchase?  Yes  No  
If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**B. To be completed by the department :**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

*Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

□ The purpose of this legislation is to authorize CFO to process refund to The Lead Group for overpayment of Business License fees in the amount of \$6,293.02

**2. Please provide background information regarding this legislation.**

*Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

This business was closed on August 15, 2012; however, the customer paid the full amount of the year of \$16,518.92. The refund amount is for the difference between the total amount paid and the total amount actually due through the date of the close of the business.

**3. If Applicable/Known:**

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:**

(d) Invitations Issued:

(e) Number of Bids:

(f) Proposals Received:

(g) Bidders/Proponents:

(h) Term of Contract:

4. Fund Account Center:

5. Source of Funds: *Example: Local Assistance Grant*

6. Fiscal Impact: Funds will be charged to 1001 - General Fund; 100501 - DOF Revenue & Collections; 5730012 - Refunds; 1515000 - Treasury in the amount of \$6,293.02. Funds are available for this disbursement

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. Method of Cost Recovery:

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Yolanda McCrory



1180 W. Peachtree Street NE, Suite 2225  
Atlanta, GA 30309

April 11, 2013

City of Atlanta  
Department of Finance- Business Tax Division  
55 Trinity Avenue, SW, Suite 1350  
Atlanta, GA 30303

**Re: Case #84626**

To Whom It May Concern:

This is a written request for a business tax refund for The Lead Generation, tax registration certificate number #145418 LGB and Federal Tax ID #26-4234166. The business was closed 8/15/12 and am requesting \$8,259.46 back. The Final Report/Close Business Form has already been submitted, and we have attached proof of the cleared check to the city. Any further questions or if you need any further documentation, please contact Rachel Cole at 678-680-3526 or at [rcole@dontpanicgroup.com](mailto:rcole@dontpanicgroup.com).

Sincerely,

Adam Houtman  
President

Enclosure



# CITY OF ATLANTA

55 TRINITY AVENUE, SW SUITE 1350 - ATLANTA, GEORGIA 30303  
TEL (404) 330-6270 - FAX (404) 739-4185

## Acknowledgement Letter

April 16, 2013

THE LEAD GENERATION  
1180 W PEACHTREE ST NE STE 425  
ATLANTA, GA 30309

### \*\*\*COMPLAINT STATUS NOTIFICATION\*\*\*

Dear THE LEAD GENERATION :

Business Tax Number : 1454181gb  
Case Number : 84983

Thank you for your inquiry regarding your City of Atlanta Business Tax Account. We realize that it is extremely important to be responsive to our customer's needs and we will be diligent in resolving this matter.

Please allow forty-five days to fully review and resolve your inquiry.

Thank you,

City of Atlanta  
Finance Department  
Office of Revenue

"The Department of Finance ... where customer service is important to us."

(A) Passport - PASSPORT

June 21, 2013, 14:49

BLA244

BUSINESS LICENSE INFORMATION SYSTEM  
BILLINGDATE: 06/21/13  
TIME: 14:49:3

## BILL/ACCOUNT SUMMARY INQUIRY

LICENSE/TAX NO.: 145418 LGB BUSINESS NAME: THE LEAD GENERATION  
 ACCOUNT STATUS: F C START DATE: 2010-08-17 END DATE:  
 LOCATION ADDRESS: 1180 W PEACHTREE ST NE  
 ATLANTA GA 30309 -

COMPONENT INFORMATION	BILL NO	BILL DATE	BILL DUE DATE	BALANCE DUE 7/8/9
RPT. DATE: 2012-01-01				
FILE DATE: 2012-08-15				
COMP. NO.: 001308251	1255181	2013-03-20	2013-05-01	-\$6,293.09
COMP. TYPE: FIN				
CLASS: 6				
SIC CODE: 8732	REMIT NO	REMT RELATED TYPE	DATE ENTERED	REMIT AMOUNT 10/11
SIC DESC: MARKET RESEARCH				
NO. EMPLS.: 8				
VOLUME: \$951,740.00	751022	PAY	751022 2012-04-30	-\$16518.02
4/5				
	CURRENT ACCOUNT BALANCE =			-\$6,293.09

1=HELP 2= 3=PREV SCRN 4=COMP FRWD 5=COMP BKWD 6=MEMO LOG  
 7=BILL FRWD 8=BILL BKWD 9=DSPLY BILL 10=REMT FRWD 11=REMT Bkwd 12=PREV MENU



Online Banking

Transaction Details

Check number: 00000002316

Posting date: 04/30/2012

Amount: -16,518.92

Type: Check

Description: Check

		<b>Bank of America</b>		2316
1165 W Peachtree Street, Suite 42225 Atlanta, Georgia 30329		ADMIN NUMBER 63-4-630	4/27/2012	
PAY TO THE ORDER OF	City of Atlanta		\$ 16,518.92	
Sixteen Thousand Five Hundred Eighteen and 92/100			DOLLARS	
City of Atlanta - Business Tax Division City Hall South 65 Trinity Avenue Suite 1350 Atlanta, GA 30303 Account # 14518004				
⑆002316⑆ ⑆053000047⑆ 898025750481⑆				

CR TO ACCT OF PAYEE ABSENCE OF ENDORSE GTD  
WFNA LBX 2000035309551-932053-3978-2-04-30-2012

- File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Online Services Window Help Special Offers
- Home Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc Center Report Center App Center Upgrade to 2013 Payroll Merchant Service Center Checks Services Live Community He
- Previous Next Save Print Find Attach

Bank Account: BOA / Main Acct 0-881 Ending Balance: 9,350.27

Pay to the Order of: City of Atlanta

No. 2316  
Date 04/22/2012  
\$ 16,518.92

City of Atlanta -Business Tax Divisi  
45 Trinity Avenue  
Suite 1350  
Atlanta, GA 30303

**CLEARED**



Expenses \$16,518.92 Inqgs \$0.00 To be printed

Account Business Registrati... 16,518.92 Memo Account # 145418004

Account	Amount	Memo	Customer/Job	Billable?
Business Registrati...	16,518.92	Account # 145418004		

Sign & Check Save & New Report

City of Atlanta  
BUSINESS TAX DIVISION

CITY HALL SOUTH, 58 TRINITY AVE., SUITE 1320, S.W., ATLANTA, GA. 30303

0001195587  
GENERAL BUSINESS LICENSE BILL  
BUSINESS LOCATION 1180 W PEACHTREE ST NE

BILLING DATE

04/13/2012

145418004  
ACCOUNT NUMBER

15,518.92  
PLEASE PAY

NOW DUE  
PLEASE PAY BY

14541800B

AMOUNT ENCLOSED

THE LEAD GENERATION  
STE 2225  
1180 W PEACHTREE ST NE  
ATLANTA GA 30309-0000

499001001454180041000165189923

PLEASE DO NOT WRITE ON BILL. TO MAKE CHANGES SEND ADDITIONAL CORRESPONDENCE.  
TO ENSURE PROPER CREDIT RETURN THIS PORTION OF STATEMENT WITH YOUR PAYMENT  
PLEASE DO NOT FOLD OR STAPLE

City of Atlanta  
 BUSINESS TAX DIVISION  
 CITY HALL SOUTH, 55 TRINITY AVE., SUITE 1300, S.W., ATLANTA, GA. 30333  
 ACCOUNT NO.: 14541BL9B  
 BUSINESS LOCATION: 1190 W PEACHTREE ST NE  
 BILLING DATE 04/13/2012

DATE PAID  
 CK. NO.

GENERAL BUSINESS LICENSE BILL

PRIDR BALANCE	257.00		
- PAYMENTS	257.00	REPORTING PERIOD:	2012-01-01
+ LICENSE FEE	8,071.96	GROSS REVENUE:	4,462,695.00
+ ANNUAL ADMN	75.00	NO. OF EMPLOYEES:	28
+ *PRIDR YR ADJ	7,871.96	CLASSIFICATION:	6
+ PENALTY/FIFA	500.00		
+ INTEREST	00		
= BALANCE DUE	16,518.92	LICENSE FEE IS BASED ON REVENUE	
		AND NO. OF EMPLOYEES.	

\*ADJUSTMENTS ARE BASED ON THE DIFFERENCE IN YOUR  
 PROJECTED REVENUE AND THE ACTUAL REVENUE.  
 49900100145418004100016518923 PIN 589081  
 PAY AT WWW.ATLANTA.GOV/DNLINERPAYMENTS. USE ACT NO & PIN  
 PLEASE DO NOT WRITE ON BILL. TO MAKE CHANGES PLEASE SEND ADDITIONAL CORRESPONDENCE.  
 KEEP THIS PORTION FOR YOUR RECORDS